

## FIRST 5 COMMISSION OF SAN DIEGO

June 2, 2003  
2:00 p.m. – 4:00 p.m.  
County Administration Center  
1600 Pacific Highway, Room 358  
San Diego, CA 92101

### AGENDA

ITEM	SUBJECT	PRESENTER
1	<b>Call to Order</b>	<b>Chairman Cox</b>
2	<b>Opportunity for Public Comments</b>  Items not on the Agenda – Limit two minutes per speaker ( <i>Request to Speak</i> slips for this item or any other item on the agenda must be submitted to Commission staff prior to meeting being called to order).	<b>Chairman Cox</b>
3 <b>Action</b>	<b>Approval of F5CSD Meeting Minutes – May 5, 2003</b> Supporting Document	<b>Chairman Cox</b>
4	<b>Formation of the Consent Calendar</b>	<b>Executive Director Spiegel</b>
5 <b>Information</b>	<b>State/Staff Report</b> Supporting Document  <b>Overview:</b> The First 5 Commission of California (FFCC) did not meet in May 2003. The California Children and Families Association (CCAFA) met on May 14, 2003. This report includes a written summary of the CCAFA meeting.  This report also includes a staff summary of local activities relevant to the First 5 Commission of San Diego, including School Readiness, the Kindergarten Summit and staff attendance at the “Success by 6” conference sponsored by the United Way.  <b>Staff Recommendation:</b> Receive State and Staff Report.  <b>Fiscal Impact:</b> None.	<b>Executive Director Spiegel</b>
6 <b>Information</b>	<b>TPAC Report</b> Supporting Document  <b>Overview:</b> On May 19, 2003, the Technical and Professional Advisory Committee (TPAC) held its regular monthly meeting. A written summary of the meeting is attached for Commission information.	<b>Commissioner Colling</b>

<p style="text-align: center;"><b>7 Action</b></p>	<p><b>Technical and Professional Advisory Committee Membership</b> Supporting Document</p> <p><b>Overview:</b> Commission by-laws require a Technical and Professional Advisory Committee to serve as a standing committee. TPAC shall consist of a membership of up to 15 members to be appointed annually to serve from July 1, to June 30. Commission by-laws further specify that each member of the Board of Supervisors shall nominate one person from their district to serve on the Committee. Up to ten additional members shall be residents of the County of San Diego and shall be persons with specialized knowledge and experience in the areas of community needs assessment, health and social service programs, evaluation and administration. An ad-hoc committee of the Commission met to review the applicant pool. Attached is the ad-hoc committee's recommended slate and the Board of Supervisors' appointees for the July 1, 2003 to June 30, 2004 TPAC membership.</p> <p><b>Commissioner Bowen and Commissioner Colling Recommendation:</b> Approve recommended slate for TPAC membership (attached).</p> <p><b>Fiscal Impact:</b> None</p>	<p style="text-align: center;"><b>Executive Director Spiegel</b></p>
<p style="text-align: center;"><b>8 Action</b></p>	<p><b>First 5 Commission of San Diego 2003 - 04 Budget</b> Supporting Document</p> <p><b>Overview:</b> The Commission Chair appointed a Strategic Planning Committee of Commission and TPAC members to work with staff on the Implementation and Allocation Plan that will be needed to operationalize the Strategic Plan. At its meeting of March 10, 2003 (Item No. 8), the Commission approved the Strategic Plan for July 2003 through 2006 as recommended by the Strategic Planning Committee. On April 7, 2003 (Item No. 8), the Commission approved the Implementation Plan for July 2003 through June 2006 and on May 5, 2003 (item No. 7), the Commission approved the Fiscal Year 2003 – 04 Allocation Plan. Presented to the Commission for approval today is the Commission's Budget for Fiscal Year 2003 –04. This action is necessary for the Commission to fund its day-to-day operations. Attached for information are the Commission's Fiscal Year 2003 – 04 Budget and summary of Budget allocations.</p> <p><b>Staff Recommendation:</b> Approve the Commission's Budget for Fiscal Year 2003 - 04.</p> <p><b>Fiscal Impact:</b> Approval of the recommended action will result in a budget for the Commission in the amount of \$28,500,000 for Fiscal Year 2003 – 04.</p>	<p style="text-align: center;"><b>Executive Director Spiegel</b></p> <p style="text-align: center;"><b>Denis McGee Staff Member</b></p>
<p style="text-align: center;"><b>9 Action</b></p>	<p><b>San Diego CARES – Application and Contract Renewal</b> Supporting Document</p> <p><b>Overview:</b> On May 7, 2001 (Item No. 11), the Commission approved a contract with YMCA – Child Resource Service to administer the San Diego CARES program. The CARES program is a child care provider education and retention incentive program based on length of service and educational requirements. The action before the Commission today is to approve a one year contract amendment with two, one-year options. Annual cost for this program is \$3 million. Commission staff will return each year with a program update and request for funding. It is expected that the Commission will be reimbursed up to \$600,000 from the State Commission.</p> <p><b>Staff Recommendation:</b> 1) Authorize the Commission Chair to respond to the State Commission's Request for Funding for CARES matching funding.</p>	<p style="text-align: center;"><b>Executive Director Spiegel</b></p> <p style="text-align: center;"><b>Kim Frink Staff Member</b></p>

	<p>2) Find that the proposed contract amendment with YMCA Child Resource Service is consistent with the Commission's Strategic Plan, furthers the support and improvement of early childhood development within the County and provides a public benefit.</p> <p>3) Authorize the Executive Director to negotiate and execute a one-year contract amendment, with two, one-year options, with YMCA – Child Resource Service for the San Diego CARES child care provider education and retention incentive program for compensation not to exceed \$3,000,000 per year.</p> <p><b>Fiscal Impact:</b> Up to \$3,000,000 from the Contributions to Community Projects (Strategic Investments in the Community) allocation in the Commission's Fiscal Year 2003 – 04 budget.</p>	
10 Action	<p><b>Contract Renewal – Regional Perinatal</b> Supporting Document</p> <p><b>Overview:</b> On June 25, 2001 (Item No. 13), the Commission approved a contract with Regional Perinatal to distribute the Kit for New Parents in San Diego County. The State Commission makes the Kit available to local commissions at no charge and in San Diego County approximately 43,260 kits are received annually valued at approximately \$950,000. Through April 2003, more than 68,000 kits had been distributed locally. The action before the Commission today is to approve a one year contract amendment with two, one-year options. Annual cost for distribution of the Kits is approximately \$525,000. Commission staff will return each year with a program update and request for funding.</p> <p><b>Staff Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Find that the proposed contract amendment with UCSD Regional Perinatal System is consistent with the Commission's Strategic Plan, furthers the support and improvement of early childhood development within the County and provides a public benefit.</li> <li>2) Authorize the Executive Director to negotiate and execute a contract amendment for up to \$526,425 with UCSD Regional Perinatal to continue the distribution of approximately 43,260 Kit for New Parents.</li> <li>3) Authorize the Executive Director to negotiate and execute an additional item in the contract amendment for up to \$35,000 for the inclusion of the local resource document in the Kit for New Parents.</li> <li>4) Authorize the Executive Director to negotiate and execute an additional item in the contract amendment for up to \$288,000 for the inclusion of the "What to do When Your Child Gets Sick" book in the Kit for New Parents.</li> </ol> <p><b>Fiscal Impact:</b> Up to \$849,425 from the Contributions to Community Projects (Strategic Investments in the Community) allocation in the Commission's Fiscal Year 2003 – 04 budget.</p>	<p><b>Executive Director Spiegel</b></p> <p><b>Grace Young Staff Member</b></p>
11 Action	<p><b>School Readiness Funding</b> Supporting Document</p> <p><b>Overview:</b> On July 19, 2001, the California Children and Families Commission took action to approve \$200 million to fund a School Readiness Matching Funds Initiative over a four-year period (July 2001- July 2005). The First 5 Commission of San Diego is potentially eligible to receive a total allocation of \$11.9 million from the State. A School Readiness Leadership Team consisting of a Commission member, TPAC members, parents and community representatives representing multiple disciplines was developed to support the planning and work of this long-term initiative. On December 3, 2001 (Item 8), the Commission approved School Readiness programs for the National and Chula Vista School Districts and authorized the Executive Director to execute contracts with those school districts, completing Phase I of the</p>	<p><b>Executive Director Spiegel</b></p>

	<p>School Readiness Initiative application process.</p> <p>On January 27, 2003 (Item 14), the Commission approved School Readiness programs for the San Diego, San Ysidro, Cajon Valley and Vista School Districts as part of Phase II School Readiness. Applications for the two remaining participating school districts, Escondido and Oceanside, were submitted to the State for approval on May 7, 2003. Attached for information, discussion, and action is a summary of Phase II School Readiness activities up to this point, summaries of the proposed programs for each applicant school district, and recommendations for Phase II School Readiness participation in the State Commission's Request for Funding (RFF) application.</p> <p><b>Staff Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Approve the Escondido Union School District's School Readiness Program in an amount up to \$757,774 for Fiscal Year 2003-2004.</li> <li>2) Approve the Oceanside Unified School District's School Readiness Program in an amount up to \$475,000 for Fiscal Year 2003-2004.</li> <li>3) Authorize the Executive Director to execute a contract with Escondido Union School District not to exceed \$757,774 over 12 months.</li> <li>4) Authorize the Executive Director to execute a contract with Oceanside Unified School District not to exceed \$475,000 over 12 months.</li> </ol> <p><b>Fiscal Impact:</b> Up to 1,232,774 from the Contributions to Community Projects (School Readiness Initiative) allocation in the Commission's Fiscal Year 2003 – 04 budget. The State will reimburse the Commission up to \$616,387 of the \$1,232,774 in State School Readiness Matching Funds.</p>	
12 Action	<p><b>Planning and Coordination Studies – 2003 – 2006 Implementation Plan</b> Supporting Document</p> <p><b>Overview:</b> On May 5, 2003 (Item No. 8), the Commission approved up to \$275,000 to fund three planning and coordination studies in the areas of health, pre-literacy and behavioral health. These studies were recommended by the Strategic Planning Committee who felt that it was important to allocate resources to collect existing data, conduct targeted needs assessments, produce an analysis of the data, generate new data and provide the Commission with recommendations for future funding, advocacy and collaboration strategies. Presented for review and discussion are the Statements of Work for the three planning and coordination studies. Staff will return to the Commission for approval of contracts to be awarded to the parties selected to perform the studies.</p> <p><b>Staff Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Approve the Statements of Work for the three planning and coordination studies: health, pre-literacy and behavioral health.</li> <li>2) Authorize the Executive Director to work with Purchasing and Contracting to determine the most viable method to select vendors to conduct the planning and coordination studies in the areas of health, pre-literacy and behavioral health and to issue Request for Proposals (RFP) or return to the Commission for a sole source approval if an appropriate organization(s) is identified.</li> </ol> <p><b>Fiscal Impact:</b> Up to \$275,000 from the Administration and Evaluation allocation in the Commission's Fiscal Year 2002 – 03 budget.</p>	<p><b>Executive Director Spiegel</b></p> <p><b>Grace Young Staff Member</b></p>

<p>13 Action</p>	<p><b>Sunset Review of Commission Policy</b> Supporting Document</p> <p><b>Overview:</b> On May 7, 2001 (Item No. 9), the Commission approved Policy CFC, Grant Funding Process to define the process to be used by Commission staff in soliciting and awarding solicited and the process to be used for unsolicited grants. Based on Commission input, the process for unsolicited grants has been eliminated from this policy and will be presented to the Commission as the Innovation Grant Funding policy for approval in July. Changes to the Grant Funding Process policy include refining the role of the Source Selection Committee and clarification of option years in grant funding. A final version and a strikethrough/underline version are attached for Commission information.</p> <p><b>Staff Recommendation:</b> Approve the revisions to Commission Policy CFC-003 "Grant Funding Process" and extend the policy until June 2005 for its next Sunset Review.</p> <p><b>Fiscal Impact:</b> None.</p>	<p><b>Executive Director Spiegel</b></p>
<p>14 Action</p>	<p><b>Information and Referral Systems, Resources Research and Planning for Coordination Report</b> Supporting document</p> <p><b>Overview:</b> In July 2002, the Commission contracted with The Fromm Group to conduct research on Information &amp; Referral systems in the region and 211 systems across the country. Presented for discussion today is the draft of the Executive Summary (attached) of the Information and Referral Systems, Resources Research and Planning for Coordination report.</p> <p><b>Staff Recommendation:</b> Accept and approve the Information and Referral Systems, Resources Research and Planning for Coordination Report.</p> <p><b>Fiscal Impact:</b> None.</p>	<p><b>Executive Director Spiegel</b></p>
<p>15 Information</p>	<p><b>Commission Updates</b> Supporting Document</p> <p><b>Overview:</b> Attached for Commission information are a status report of the results obtained from the Implementation and Allocation Plan for January 2001 through June 30, 2003, a calendar of community engagement activities for June and July 2003, and an updated summary listing of relevant bills introduced into the 2002 and 2003 legislative sessions, including bills signed by the governor and Chaptered into law.</p> <p>Also attached for Commission information are two fact sheets: one is on the School Readiness Initiative and one is on Universal Preschool.</p> <p><b>Recommendation:</b> None. For information only.</p> <p><b>Fiscal Impact:</b> None.</p>	<p><b>Executive Director Spiegel</b></p>
<p>16</p>	<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>➤ Consultant Contract Renewal</li> <li>➤ Approval of the Contract for Independent Evaluation</li> <li>➤ Fiscal Year 2003 – 04 Funding Priorities</li> <li>➤ Approval of Commission Policy CFC-010, Innovative Grant Funding Process</li> <li>➤ TPAC Terms of Service</li> </ul>	<p><b>Chairman Cox</b></p>
<p>17</p>	<p><b>Adjournment</b></p>	<p><b>Chairman Cox</b></p>

*If you are planning to attend and need special accommodations, you must call Amie Meegan at (619) 230-6460 at least three days in advance of the meeting.*

**NEXT COMMISSION MEETING**

**July 7, 2003**

**2:00 p.m. to 4:00 p.m.**

**County Administration Center**

**1600 Pacific Highway, 6<sup>th</sup> Floor**

**(Please note location change)**

**San Diego, CA 92101**

**Please Note: The August Commission meeting has been cancelled.**

**Public Comment on Specific Agenda Items is Taken  
Throughout the Meeting at the Conclusion of Each Agenda Item**

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**[www.first5sandiego.org](http://www.first5sandiego.org)**